



5100
Administrative Tool
User Manual

Revision 1

Phones or PBX CO Ports



Admin telephones 1 and 2



Admin Telephones 3 and 4

Auxiliary
Audio Inputs

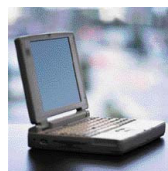


Microphone
Input



Large Message Display

Programmable
Inputs



Windows®
Programming Tool



Administrative Audio/Tone Schedule
Distribution Program



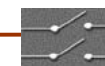
Clock



Speaker



Call Switch



Programmable
Relay Contact
Outputs



SMDR

Introduction

Congratulations! Your school is now using a state of the art communication system. This 5100 system is a microprocessor-based telephone to speaker communication and control system to help you run your school efficiently.

The system allows both calls from office telephones to classroom and hallway speakers *and* calls from classroom speaker locations to the office telephones.

Office phones can simply dial the classroom number to speak to an individual classroom. The teacher in the classroom can respond to the call by directing their voice towards the classroom's speaker. Office phones can also make general one-way announcements to all or selected groups of speakers.

Individual teachers can call the office by simply pressing the classroom's call button. Once a call button is pressed, the office phone will ring and caller ID information will identify which classroom is calling. Multiple calls from multiple rooms are simply queued.

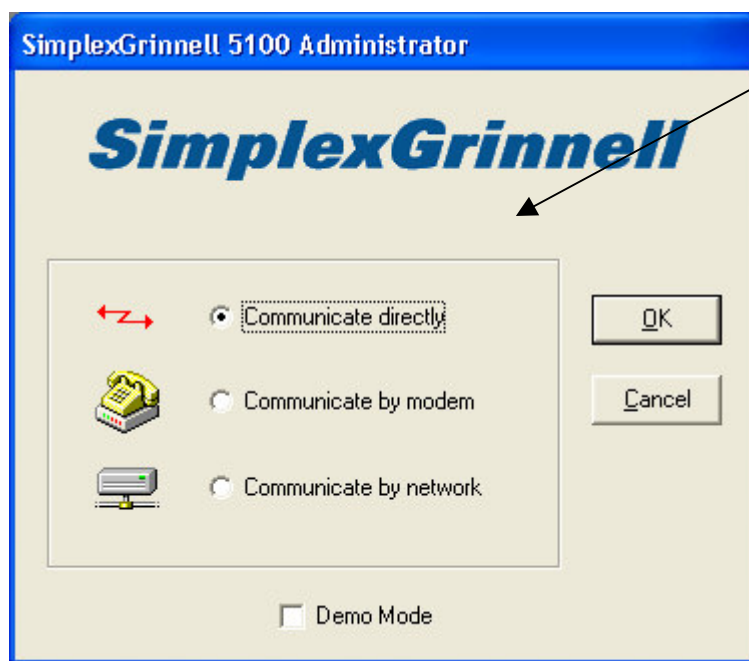
If programmed to do so, individual teachers can make emergency calls to the office by simply pressing the classroom's call button 4 times within 3 seconds. Emergency calls are given priority over non-emergency calls.

The system also provides for class change tones (bell schedules), emergency tones, audio/music distribution and other school system controls.

Administration Tool

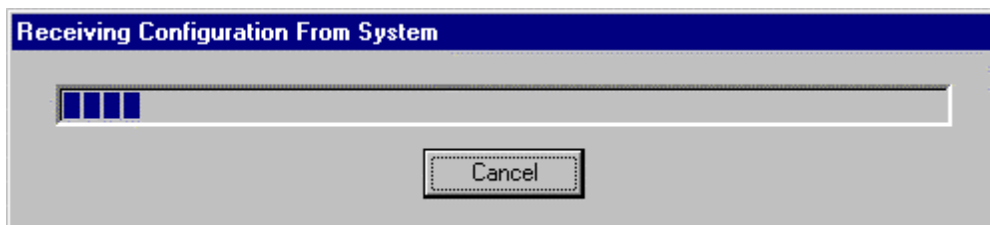
In addition to the user-friendly dial codes (covered in the 574-973 Users Manual) used to call the system speakers and to access specific system functions, your 5100 system has been provided with a computer based Administration Tool. This user friendly tool is used to set up time schedules for class changes and to distribute audio from any of the 3 possible system music inputs to any or all of the system speakers.

When you invoke the 5100 systems Administration Tool and connect to the system, this is the first screen that will appear:

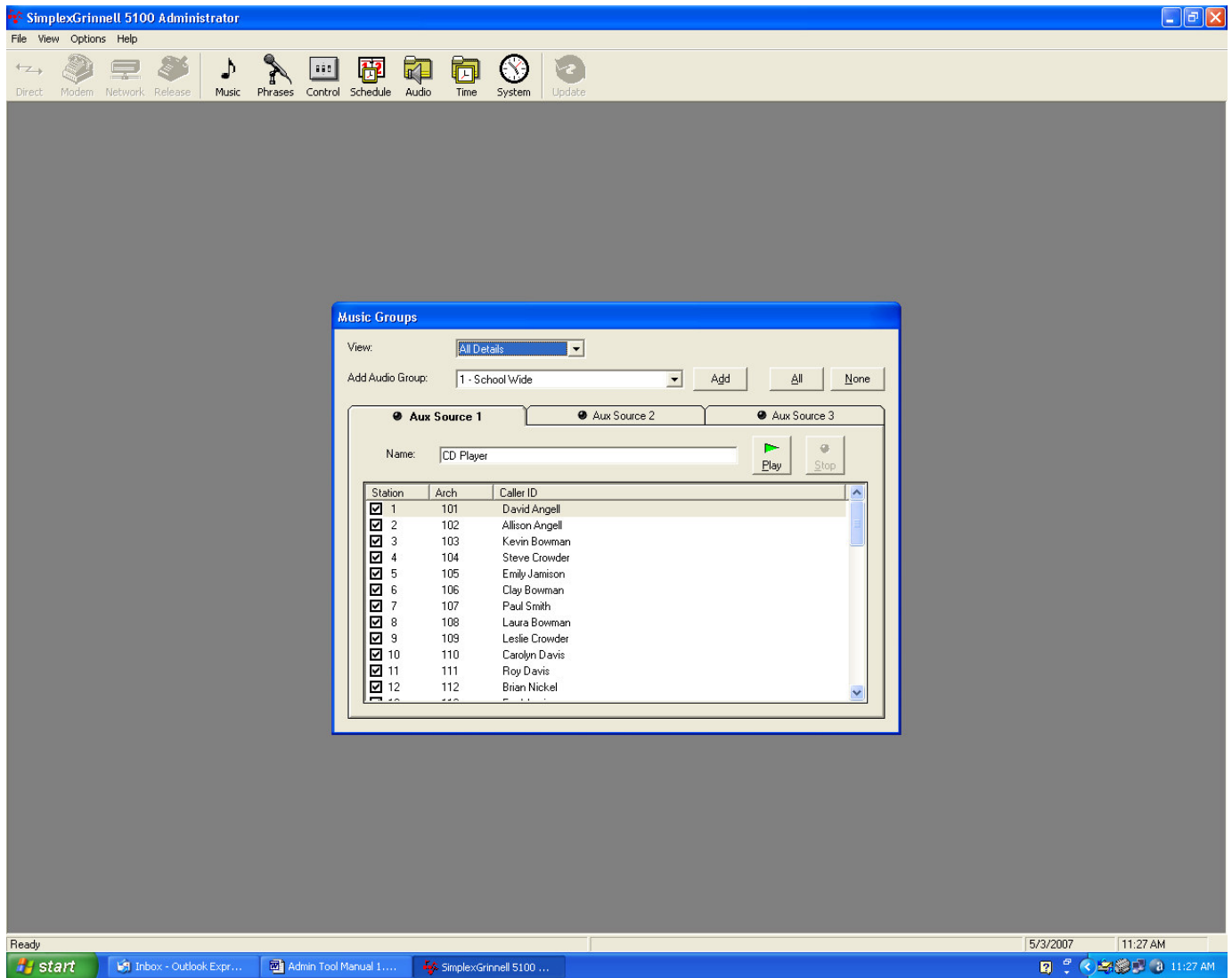


Choose your method of connection

Enter your system password
(default is 7467539)



Once the configuration is received from the 5100 System, you're ready to view or change the systems audio groups, time schedules, time groups, date/time and distribute system music sources.



These tabs select which music source input (Aux Source) you want to manipulate.

The add function allows adding stations from any combination of the 72 audio groups.

You may label each aux source with an identifying name

You can turn each of the individual music source inputs (Aux Sources) off and on by clicking the Play or Stop Buttons

You select which speakers will receive the music by placing a check mark next to the architectural or station numbers for those speakers.

Music Groups
View: All Details
Add Audio Group: 1 - School Wide Add None
Aux Source 1 Aux Source 2 Aux Source 3
Name: CD Player Play Stop

Station	Arch	Caller ID
☒ 1	101	David Aspell
☒ 2	102	Allison
☒ 3	103	Kevin
☒ 4	104	Steve
☒ 5	105	Emily
☒ 6	106	Clay Bowman
☒ 7	107	Paul Smith
	108	Laura Bowman
	109	Leslie Crowder
	110	Carolyn Davis
	111	Roy Davis
	112	Brian Nickel

View: By Station

Aux Source 1 Aux Source 2 Aux Source 3

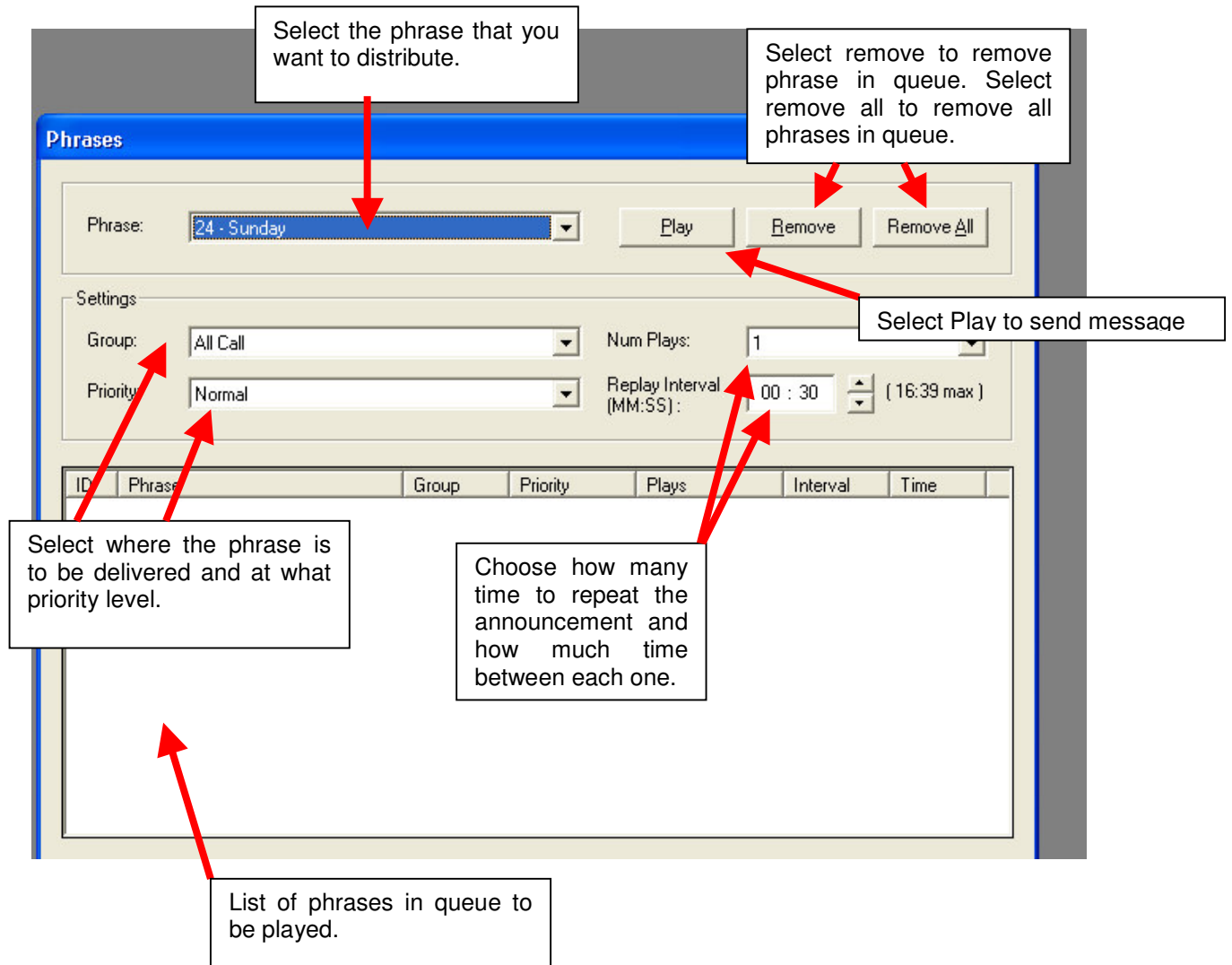
Name: Music Group 1 Play

☒ Station 1	☒ Station 18	☒ Station 35
☒ Station 2	☒ Station 19	☒ Station 36

You have the option to view either the default station numbers, by the assigned architectural number (usually the classroom numbers), by caller ID description or by all with sorting capability.

Phrases

If custom phrases have been added to the system digital recorder you can access and distribute these phrases from the following window



Schedules

Each classroom/hallway may be assigned to any or all of the system's 8 time groups. Each of the 8 time schedules (not to be confused with time groups) may be set up to send audio (tone) to any of these 8 time groups at multiple scheduled times.

When you select the Schedules function, the following screen becomes available. This screen allows users to turn schedules off and on and to edit the scheduled events.

Schedule Time Events

Select the schedule that you want to manipulate by clicking the appropriate tab.

You can name each schedule

Check which days of the week you want this schedule to run when automatic schedule operation is active.

Turn the desired schedule off or on with these buttons

If you've disabled automatic schedule operation by using dial code #50# or by forcing a schedule, you can restore automatic operation by clicking here

The Simplex 5100 system supports up to up to 255 events per schedule (system maximum of 1024 events).

To add an event, simply click Add. To Edit or Delete an event, simply click on the specific event and click Edit or Delete (see next page)

You can easily copy events from one schedule to the next or archive an entire schedule on your computer to reload at a future time (great for seldom used schedules).

Interface Details:

- Tabs:** Schedule 1 (selected), Schedule 2, Schedule 3, Schedule 4, Schedule 5, Schedule 6, Schedule 7.
- Name:** Full Day
- Controls:** On (green flag icon), Off (grey flag icon).
- Days of Week:**

Sunday	☐	Thursday	☒
Monday	☒	Friday	☒
Tuesday	☒	Saturday	☐
Wednesday	☒	Holiday	☐
- Event List Table:**

	3	4	5	6	7	8	Rly	Msg
09:00	02 - 512 Hz	3 sec	✓				1	6
09:55	02 - 512 Hz	3 sec	✓					
10:00	02 - 512 Hz	3 sec	✓					
10:55	02 - 512 Hz	3 sec	✓					
11:00	02 - 512 Hz	3 sec	✓					
- Buttons:** Add, Edit, Delete, Archive, Load.
- Footer:** Restore Automatic Operation of All Schedules, Copy Events.

Time Events

Event

Time: 00:00

▲

▼

Sample Tone

Action:

02 - 650 Hz

▼

Duration:

3 sec

▼

Priority:

4 - Time Scheduled Event Priority

▼

Groups

1

☐

5

☐

2

☐

6

☐

3

☐

7

☐

4

☐

8

☐

OK

Cancel

When Add or Edit is selected, users simply:

Select when you want the event to occur (24 hour time format).

Select which tone or Aux Source you want to play over the speakers at the specified time.

Select how long you want the tone or Aux Source to play once initiated.

Select which of the 8 time groups will broadcast the tone or aux source by checking any combination of 1 through 8.

The priority of the event may also be selected. Priority 4 is the normal setting for a class change tone.

Click OK.

The screen that becomes available when you select the Time Button allows users to select which speakers (by station number or architectural number) will be in the systems 8 time groups.

Time Groups

View:

By Archnum

▼

Time Group:

Group 1

▼

Name:

All Stations

Archnum 101

☒

Archnum 102

☒

Archnum 103

☒

Archnum 104

☒

Archnum 105

☒

Archnum 106

☒

Archnum 107

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Archnum 108

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Archnum 109

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Archnum 110

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Archnum 111

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Archnum 143

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Archnum 147

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Archnum 148

☒

All

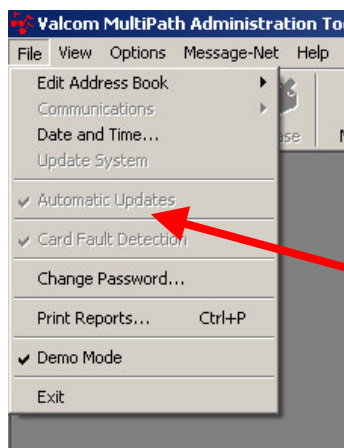
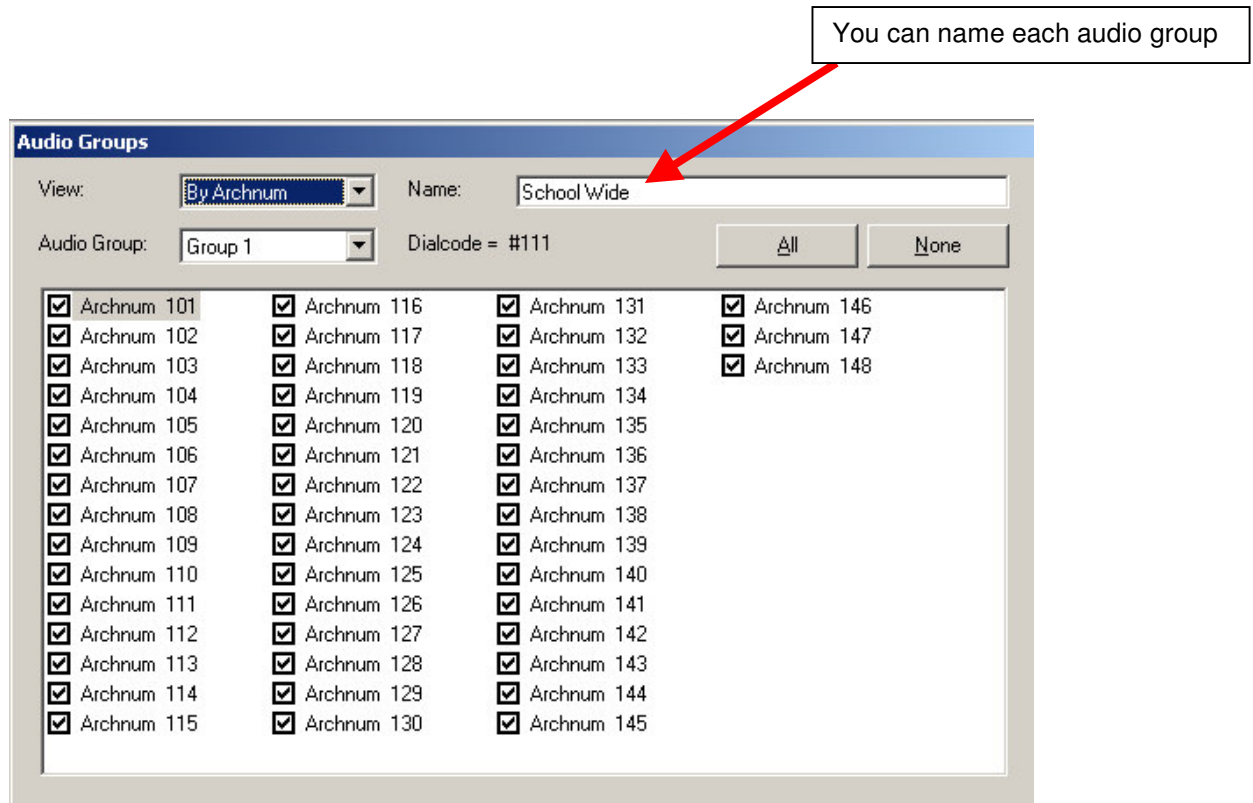
None

You can name each time group

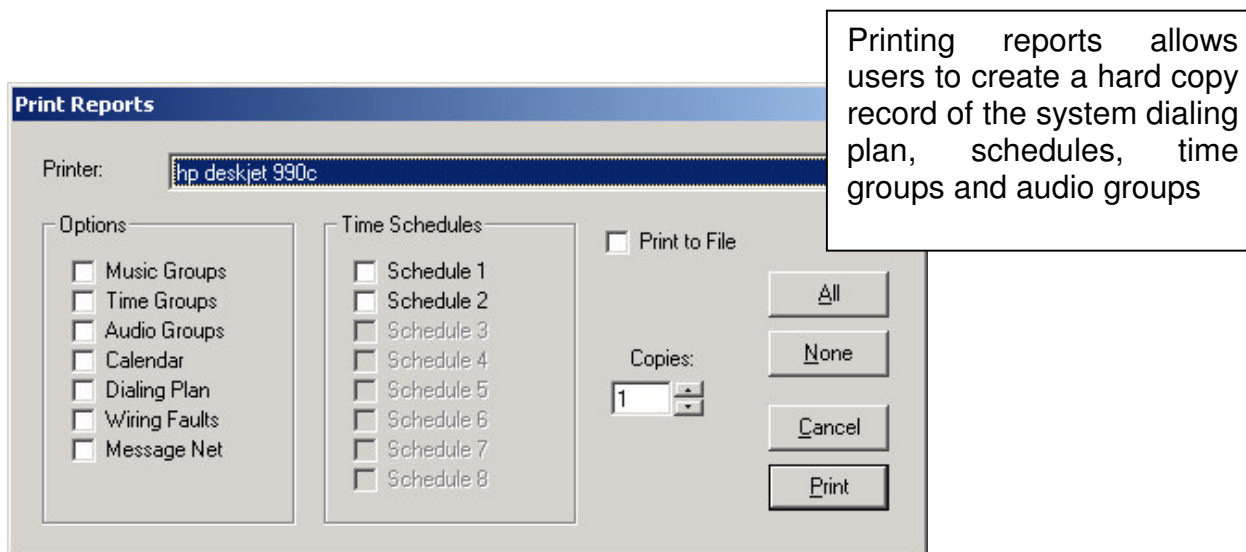
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The Audio Function allows users to select which speakers (by station number or architectural number) will be in the **systems** 72 audio groups. The most common use of audio groups is for paging specific areas of a building without disturbing the entire building (all 3rd grade classrooms, all corridors etc.)



On the File menu, users may edit the address book (used for organizing connection information), set up system communication settings, change the system date and time settings, change the access password, print reports, enable or disable automatic updates, card fault detection or demo mode (used for demonstrating the software).



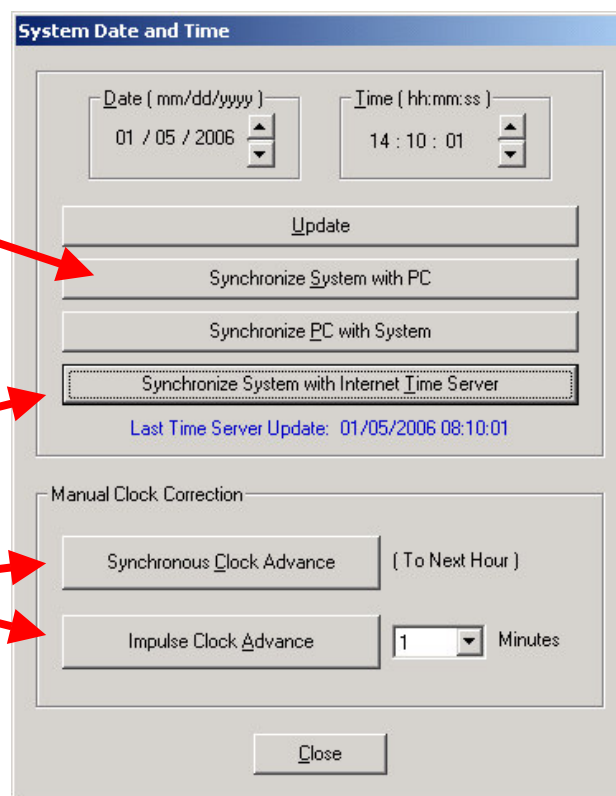
Users may also update the system date and time by selecting the Date/Time button:

You can opt to set the system time to be the same as your PC's time (Synchronize System) or you can opt to set your PC's time to be the same as the system time (Synchronize PC)

You can opt to synchronize the system time to an Internet timeserver if an Internet timeserver has been defined (Options Menu)

You can send manual correction pulsed to synchronous or impulse type clocks (if installed)

Make sure you press update after you adjust the system date or time !!



You can opt to synchronize the system time to an Internet timeserver if an Internet timeserver has been defined. This feature is found under the "Options" Menu).

Time Server

NIST Internet Time Server

☒ Perform Automatic Time Updates

Auto Update Time At: 02 : 45 (HH:MM)

Primary Server IP Address: 129.6.15.28

Primary Server Port: 13

Alternate Server IP Address: 129.6.15.29

Alternate Server Port: 13

Hours Offset From UTC: -5 (Eastern Time)

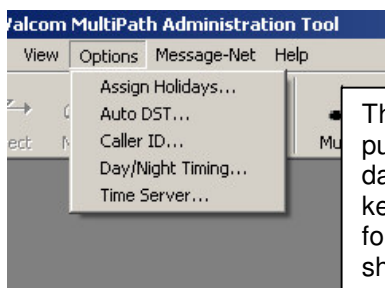
Additional Minutes Offset: 0

[NIST Time Servers](#) Test Server Connections

OK Cancel

Click here to find a list of available timeserver URLs

You may add an offset to your system time if so desired



The Options menu allows users to define holidays (for the purpose of automatic time schedule operation), define when daylight saving time begins and ends (for the purpose of keeping the system time correct), modify caller ID descriptions for the stations (up to 15 characters), define when the system should operate in day mode and night mode and to set up or modify time server parameters.

The 'Holidays' dialog box contains a table of 15 holidays. Each row has a checkbox, a label (Holiday 1 through Holiday 15), a date field, and a calendar icon. Holidays 1 through 6 are checked and have dates. Holidays 7 through 15 are unchecked and have the date '01/ 01'. An arrow points to the checkbox for Holiday 6.

Checkbox	Holiday Label	Date	Calendar Icon
☒	Holiday 1	01/ 01	[Calendar Icon]
☒	Holiday 2	04/ 21	[Calendar Icon]
☒	Holiday 3	05/ 29	[Calendar Icon]
☒	Holiday 4	07/ 04	[Calendar Icon]
☒	Holiday 5	11/ 23	[Calendar Icon]
☒	Holiday 6	12/ 25	[Calendar Icon]
☐	Holiday 7	01/ 01	[Calendar Icon]
☐	Holiday 8	01/ 01	[Calendar Icon]
☐	Holiday 9	01/ 01	[Calendar Icon]
☐	Holiday 10	01/ 01	[Calendar Icon]
☐	Holiday 11	01/ 01	[Calendar Icon]
☐	Holiday 12	01/ 01	[Calendar Icon]
☐	Holiday 13	01/ 01	[Calendar Icon]
☐	Holiday 14	01/ 01	[Calendar Icon]
☐	Holiday 15	01/ 01	[Calendar Icon]

OK

To define a holiday, check the box next to the holiday that you want to define and enter the holiday date. When a defined holiday occurs during automatic schedule operation, all time schedules that are denoted to run on holidays will be active.

Daylight Saving Time may be disabled, automated via calculation, Internet timeserver or by manually entering the dates for the time change.

Daylight Savings Time

Daylight Savings Time Correction

Enabled Using Internet Time Server

Daylight Savings Time Correction be handled based on data provided by Internet Time Server indicated settings.

OK

Daylight Saving Time

Daylight Saving Time Correction

Enabled Using Internet Time Server

Disabled
Enabled Using Manual Dates
Enabled Using 1987 Based Method
Enabled Using Internet Time Server
Enabled Using 2007 Based Method

OK Cancel

Day / Night Timing

	Day (HH:MM)	Night (HH:MM)
Sunday	00 : 01	00 : 02
Monday	06 : 00	17 : 00
Tuesday	06 : 00	17 : 00
Wednesday	06 : 00	17 : 00
Thursday	06 : 00	17 : 00
Friday	06 : 00	17 : 00
Saturday	00 : 01	00 : 02
Holiday	00 : 01	00 : 02

OK Cancel

You can set up the times that the system will enter day and night mode on a per day basis. This is primarily for the call button class of service programming.

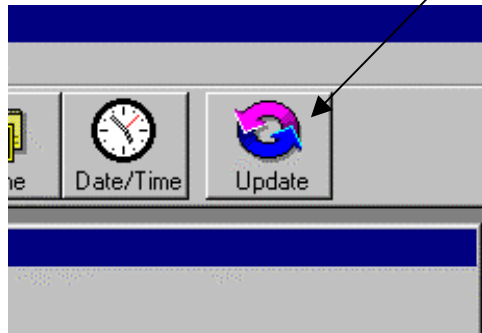
To change Caller ID descriptions, select a station that requires modification and enter a new caller ID description using up to 15 alphanumeric characters. Use the keyboard arrow keys to navigate when changing multiple caller ID descriptions. Press OK when changes are complete.

Caller ID

Caller ID:

Station	Arch	Caller ID
Admin 3	503	Admin 3
Admin 4	504	Admin 4
2	102	Allison Angell
42	142	Auto Body Shop
12	112	Brian Nickel
25	125	Bruce Gabrielso
38	138	Cafeteria
10	110	Carolyn Davis
6	106	Clay Bowman
48	148	Computer Lab
21	121	Dan Smith
26	126	Danny Lynch
27	127	Dave Wetzel
1	101	David Angell
28	128	Debbie Angell
15	115	Earle Clubb
43	143	Electricity Lab

Once the desired updates have been entered in the Administration Tool, users simply press the ***Update button*** to send the new data to the Valcom MultiPath.



The following pages contain programming templates to aid in organizing the information required to program the 5100 system. *Please make additional copies as necessary.*

[illegible]

Station Programming for Audio Groups Template

Audio Group

[illegible][illegible]

Time Schedule Programming Template							
Schedule #		Schedule Name		Schedule #		Schedule Name	
Event Time	Tone/Aux Source	Duration	Time Group	Event Time	Tone/Aux Source	Duration	Time Group
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
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			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8				1 2 3 4 5 6 7 8
Schedule Run Days		M T W TH F S S H		Schedule Run Days		M T W TH F S S H	

Holiday Programming Template

[illegible]

Day Night Timing Template

	Day Mode Start Time	Night Mode Start Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Holidays		